



Human Resources Newsletter

November 2002 News

What's New, What's Hot

- Susan Pellegrin is detailed to HR Asst. Director over Personnel Mgmt. Unit
- PPR Form Transition Period (From using old to new form): For employees who will be rated after 10/10/02, rating supervisor may use existing SF-15 provided page 1 of new form is also completed/attached to existing form. If a rating is contested, HQ HR will forward page 10 (signature page) of new form to affected parties for completion/documentation of review process. For employees whose Planning Form will be completed after 10/10/02, new form shall be used. [HR Contact: Stephanie Ortis, (225) 379-1289].

Special Events

- November 5 - Holiday, General Election Day November
- November 6 - Employment Law class conducted at District 08 & Civil Service's bi-annual State Agency Career Day (1:00 p.m.-4:00 p.m., 5825 Florida Blvd., Baton Rouge)
- November 11 - Holiday, Veteran's Day
- November 12 - CS Commission hearing
- November 13 - New Employee Orientation for Headquarters DOTD
- November 20 - SCHR meeting

HR Unit Updates

Compensation Unit

- **New Pay Schedules:** Governor Foster has approved the Protective Services Schedule effective 9/23/02, and the Skilled Trades Schedule effective 11/25/02. Affected employees are being placed into the pay plans on those respective effective dates. Civil Service is currently working on the proposed Technical/Scientific (T/S) Schedule to be considered by the CS Commission at its January 2003 meeting. This schedule will include jobs such as professional engineers, engineering technicians, surveyors, I/T, and environmental specialists.
- As of 11-8-2002, the Governor still has not signed the job study requests which were approved by the Civil Service Commission on 8/7/2002. DOTD Job Studies that are pending Governor approval are as follows :
 - Environmental Impact Series
 - Intermodal Transportation Series
 - Real Estate Series
 - Safety and Compliance Series
 - Bridge/Marine Administrator and Assistant jobs



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(Continued)

HR Unit Updates (continued)

Compensation Unit (continued)

- The following are some frequently asked questions with answers. Hopefully, this will address most of your questions and concerns; if however, you need further information or clarification, please call (225) 379-1291 or e-mail Barbara Ingraham at bingraha@dotd.state.la.us
- Q1. When will the job studies become effective ?
- A1. Job Studies do not become effective until the Governor signs the job studies package. The Governor sets the effective date. Typically, the effective date is the date he signs or a prospective date; do not expect a retroactive effective date.
- Q2. Why hasn't the Governor signed the jobs study package yet ?
- A2. The hold-up is that some agencies (according to Civil Service, approximately 5) cannot certify funding for implementation of the job studies. Please note that agencies may have been able to certify funding at time of job study request, but due to recent budget cuts, can no longer certify that funds are available.
- Q3. Can the Governor approve those studies from agencies who can certify funding and deny those who can't?
- A3. No, the Governor does not have line-item veto; he must either approve or deny the entire package.
- Q4. Can those agencies who cannot certify funding withdraw their job studies from the package?
- A4. According to Civil Service, they cannot; once the job study requests pass the CS Commission and are forwarded to the Governor's office, no changes can be made to the package.
- Q5. What happens if the Governor denies the job study package?
- A5. If the Governor denies the job study package, agencies may be able to resubmit for the January Pay Hearing (provided that the Governor denies in time).
- Q6. Is there anything we (DOTD) can do to expedite this process?
- A6. No, there is nothing further DOTD can do. Civil Service has already notified the Governor, as per his request, that DOTD is still able to fund all of our pending job studies.
- Q7. We submitted SF-3's for this job study; what is HR doing with them?
- A7. At this time we are holding the SF-3's. We cannot act on them until the Governor approves the job studies. Rest assured, however, that once the Governor approves the job studies, we will process the SF-3's as expeditiously as possible and will contact you if any additional materials are needed.
- Q8. Once the Governor approves and sets the effective date, how long does HR have to process all the SF-3's?
- A8. Civil Service typically allows three (3) months processing time. This means that if, for instance, the Governor approves with an effective date of 12/1, we'll have until 3/1 to enter all necessary actions with the 12/1 effective date.
- Q9. What should I tell my employees/affected incumbents?
- A9. Please feel free to share any/all of this information with your employees.